eZ-Audit
Use-Case Specification 9: Create Submission

Version 2.7

Revision History

Date	Version	Description	Author
07/17/2002	1.0	Final version created for 7/17 Deliverable Submission	Bobbi Beach
08/07/2002	1.1	Revised version created for 8/7 deliverable re-submission	Bobbi Beach
09/05/02	1.2	Revised version created to incorporate changes based on feedback from stakeholder session	Bobbi Beach
09/24/02	1.3	Revised version created to incorporate changes to the financial statement data entry templates, additional level of detail to composite score calculations, and revised wording based on IV&V review (see Change & Issue Tracking Log #12)	Bobbi Beach
10/10/02	1.4	Revised version created to incorporate changes for error checking, error messages, remove references to “pop-up boxes”, addition of “Delete” functionality to upload pages, submission of unaudited financial statements for A133 schools granted an exemption.	Bobbi Beach
10/29/02	1.5	Revised version created to add “Corrective Action Plan” to FSA completeness checklist (omitted in error in prior versions)	Bobbi Beach
05/20/03	2.0	Revisions throughout to reflect Release 1.0 functionality	Andre Sakaluk
5/23/03	2.1	Revised to incorporate Release 1.01 requirements	Melanie Greiner
1/15/04	2.2	Revised to incorporate Release 2.0 requirements. Specifically, added information to alternate flows 2.2.3 and 2.2.4 (Resubmission Submission and Initial Application Submission) regarding a School User’s ability to add a School’s FYE on the Financial Statement Info page.	Ben Lopez
January 21, 2004	2.3	Revised to address the Institutional requirements incorporated in Release 2.0. Changes were made throughout the Use-Case and will effect the visual make-up of the eZ-Audit web platform	Kevin Rowland
February 19, 2004	2.4	Revised to address the Institutional requirements incorporated in Release 1.2. Changes were made throughout the Use-Case and will effect the visual make-up of	Kevin Rowland

		the eZ-Audit web platform	
February 25, 2004	2.5	Changes made to Post-Conditions, as per R2.0 Submission (flagging) requirements	Ben Lopez
March 1, 2004	2.6	Revised to address the New Institution and Institution-Checklist requirements that are incorporated in Release 2.0	Kevin Rowland
March 9, 2004	2.7	Revised to address the Resubmission and Stub requirements that are incorporated in Release 2.0	Kevin Rowland

Table of Contents

Use-Case Specification 9: Create Submission

1. Create Submission

1.1 Brief Description

Institution users have the ability to submit audited financial statements and compliance audits to FSA.

2. Flow of Events

2.1 Basic Flow: Proprietary School

1. Data Entry actor selects Create FYE MM/DD/YYYY annual submission function

The Data Entry user selects Create FYE MM/DD/YYYY Annual Submission function from their home page.

2. The system displays the Financial Statements screen

The system displays the Financial Statements screen for proprietary schools, which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:

1. Financial Statements
2. Compliance Audit
3. Completeness Checklist
4. Upload Attachments
5. Submit

- Main Content:
  Proprietary School name (link to Institution Profile page)
  OPEID
- Page Titles:
  FSA Annual Submission (main)
  Financial Statement Information (sub)

All fields are required.

1. Indicate the Period Audited (mm/dd/yyyy)

   Begin Date: (text field)
   End Date: (text field)
   Reason if Less than 1 year: (text field)

2. Review Auditor Information:

   Records Indicate your Current Auditor is: (audit firm name and TIN are displayed)
   Is this information correct? YES, NO (radio buttons)
   Enter Auditors TIN: (text field)

3. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?

YES, NO (radio buttons)

4. Are your financial statements audited in accordance with Government Auditing Standards?

   YES, NO (radio buttons)

5. Opinion Type

   Select an Opinion Type (drop-down box): unqualified, qualified, going concern, disclaimer, adverse, other – unaudited, and other - compilation

6. Enter 90/10 Revenue Attestation Percentage

   (text field) %

7. Do you have any of the following disclosures in your financial statement?

	YES NO
• Going Concern	(radio buttons)
• Contingent Liabilities	(radio buttons)
• Debt Agreement Violation	(radio buttons)
• Ed Compliance Issues	(radio buttons)
• Revenue Recognition (Prorata)	(radio buttons)
• Late Refunds	(radio buttons)

8. Enter Financial Statement Data

   <u>Balance Sheet</u> (link)

   <u>Income Statement</u> (link)

   <u>Cash Flow Statement</u> (link)

CANCEL, SAVE, SAVE and PROCEED (buttons)

3. Data Entry actor enters the Financial Statements information

- Data Entry actor enters values for questions 1 through 8 on the Financial Statements screen: (All fields are required.)

4. Data Entry actor selects Balance Sheet link

To complete item 9 ‘Enter Financial Statement Data’, Data Entry actor first selects the Balance Sheet link

5. System returns the Balance Sheet page

Balance Sheet page contains the following fields:

LINE NO.	PROPRIETARY INSTITUTION - BALANCE SHEET (con't)	CALCULATIONS
1	Cash and Cash Equivalents	
2	Accounts Receivable - Student	
3	Accounts Receivable - Employee	
4	Accounts Receivable - Related Parties, Secured	
5	Accounts Receivable - Related Parties, Unsecured	
6	Accounts Receivable - Other	
7	Allowance for Doubtful Accounts	
8	*Net Accounts Receivable*	*SUM(2:6)-7*
9	Prepaid Expenses	
10	Inventories	
11	Note Receivable - Related Parties, Secured	
12	Note Receivable - Related Parties, Unsecured	
13	Note Receivable - Other	
14	Investments	
15	Deferred Advertising	
16	Deferred Income Tax - Current	
17	Other Current Assets	
18	*TOTAL CURRENT ASSETS*	1+8+SUM(9:17)
19	Property and Equipment, including capitalized lease assets	
20	Accumulated Depreciation	
21	*Net Property and Equipment, including capitalized lease assets*	19-20
22	Intangible assets, net of amortization	
23	Goodwill, net	
24	Investments	
25	Note Receivable - Related Parties, Secured	
26	Note Receivable - Related Parties, Unsecured	
27	Note Receivable - Other	
28	Deferred Income Tax - Non-Current	
29	Other Assets	
30	*TOTAL ASSETS*	18+21+SUM(22:29)

LINE NO.	PROPRIETARY INSTITUTION - BALANCE SHEET (con't)	CALCULATIONS
31	Accounts Payable:	
32	Refunds Payable:	
33	Student Deposits and Advances:	
34	Accrued Expenses:	
35	Current Portion of Long-Term Debt:	
36	Deferred Tuition:	
37	Deferred Taxes - Current:	
38	Line of Credit:	
39	Current Portion of Capital Lease Obligations:	
40	Other Current Liabilities:	
41	**Total Current Liabilities:**	SUM(31:40)
42	Long-term Debt, net of current portion:	
43	Deferred Taxes - Non-Current:	
44	Capital Lease Obligations:	
45	Deferred Compensation:	
46	Annuities Payable:	
47	Post Employment & Post Retirement Benefits:	
48	Other Liabilities:	
49	**Total Liabilities**	41+SUM(42:48)
50	Contributed Capital:	
51	Retained Earnings:	
52	Common Stock:	
53	Preferred Stock:	
54	Paid in Capital Excess of Par:	
55	Unrealized Gain (Loss) on Marketable Securities:	
56	Comprehensive Income (Loss):	
57	Treasury Stock:	
58	**Total Owner's Equity:**	SUM(50:57)
59	**Total Liabilities and Owner's Equity:**	49+58

6. Data Entry actor completes Balance Sheet

All fields are numeric (positive and negative). Italic fields indicate calculated fields. All fields are mandatory.

7. Data Entry actor selects Save & Proceed

Data Entry actor selects to Save & Proceed .

8. System Returns the Income Statement page

The Income Statement page contains the following fields:

LINE NO.	PROPRIETARY INSTITUTION - INCOME STATEMENT	CALCULATIONS
1	Revenue:	
2	Tuition and Fees (less refunds and institutional schoolarships):	
3	Other:	
4	**Total Revenue:**	SUM(1:3)
5	Non-Operating Income:	
6	Gains on Sale of Investments, net of losses:	
7	Interest Income:	
8	Other:	
9	**Total Non-Operating Income**	SUM(5:8)
10	**Total Income:**	4+9
11	Cost of Goods Sold:	
12	Salaries Expense:	
13	Rent Expense:	
14	Insurance Expense:	
15	Administrative Expenses:	
16	Depreciation and Amortization Expense:	
17	Interest Expense:	
18	Bad Debt Expense:	
19	Marketing:	
20	Recruiting:	
21	Other Expenses:	
22	**Total Expenses:**	SUM(11:21)
23	**Net Income Before Taxes:**	10-22
24	Provision for Income Taxes:	
25	**Net Income After Taxes:**	23-24
26	Extraordinary Gain (Loss), net of tax:	
27	Gain (Loss) from Discontinued Operations, net of tax:	
28	Gain (Loss) from Change in Accounting Principle, net of tax:	
29	**Net Income:**	25+SUM(26:28)
30	Retained Earnings, Beginning of year:	
31	Gain (Loss) from Correction of Error, net of tax:	
32	Distribution to Shareholders	
33	**Retained Earnings, End of Year:**	SUM(29:31) - 32

9. Data Entry user enters Income Statement information

All fields are numeric (positive and negative). *Italic* fields indicate calculated fields. All fields are mandatory.

10. Data Entry actor selects Save & Proceed

Data Entry actor selects to Save & Proceed.

11. System returns Cash Flow Statement page

System returns Cash Flow Statement page which contains the following fields:

LINE NO.	CASH FLOWS STATEMENT	CALCULATIONS
1	Net Cash Provided by (Used in) Operating Activities:	
2	Net Cash Provided by (Used in) Investing Activities:	
3	Net Cash Provided by (Used in) Financing Activities:	
4	**Net Increase (Decrease) in Cash and Cash Equivalents:**	SUM(1:3)
5	Cash and Cash Equivalents at Beginning of Year:	
6	**Cash and Cash Equivalents at End of Year:**	5+4

12. Data Entry actor completes Cash Flow Statement

All fields are numeric (positive and negative). *Fields in* **bold** indicate calculated fields. All fields are mandatory.

13. Data Entry actor selects to Save and Proceed

14. System displays the Compliance Audit page

System displays the Program & Audit page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
    1. Financial Statements
    2. Compliance Audit
    3. Completeness Checklist
    4. Upload Attachments
    5. Submit
- Main Content:
    Proprietary School name (link to Institution Profile page)
    OPEID
- Page Titles:
    FSA Annual Submission (main)
    Compliance Audit Information (sub)

All fields are required.

1. Indicate the Programs Examined in the Attached Audit

		Audited Closeout
• FSEOG	84.007	(check boxes)
• FFELP	84.032	(check boxes)
• FWS	84.033	(check boxes)
• FPL	84.038	(check boxes)
• Pell	84.063	(check boxes)
• FDLP	84.268	(check boxes)

2. Indicate the Period Audited (mm/dd/yyyy)

   Begin Date: (text field)
   End Date: (text field)
   Reason: (text field)

   YES, NO (Read-only, pre-populated based on school information. If yes, a list of OPEIDs is presented)

3. Review Auditor Information:

   Records Indicate your Current Auditor is: (audit firm name and TIN are displayed)
   Is this information correct? YES, NO (radio buttons)
   Enter Auditors TIN: (text field)

4. Does this Audit contain any findings?

   YES, NO (radio buttons)

   If yes, do these include findings of the following types?

	YES NO	
• Pell Adjustment:	(radio buttons)	
• Student Eligibility:	(radio buttons)	If Yes, Summary Schedule A is required in the attached audit
• Disbursement:	(radio buttons)	If Yes, Summary Schedule B is required in the attached audit
• Refunds:	(radio buttons)	If Yes, Summary Schedule C is required in the attached audit

5. Does the attached audit indicate that the examination was conducted in accordance with:

	YES NO
• Government Auditing Standards:	(radio buttons)
• (AICPA) Standards:	(radio buttons)
• Audit Guide:	(radio buttons)

6. Opinion Type

Select an Opinion Type (drop-down): Unqualified, Qualified, Disclaimer, Adverse

7. Were there audit findings in the previous year's audit?

   YES, NO (radio buttons)

8. Does Institution utilize a Third-Party Servicer?

   YES, NO (radio buttons)

9. Does the attached audit indicate that management assertions have been examined, that the institution complied with the specified compliance requirements regarding:

	YES NO
▪ Institutional Eligibility and Participation:	(radio buttons)
▪ Reporting:	(radio buttons)
▪ Student Eligibility:	(radio buttons)
▪ Disbursements:	(radio buttons)
▪ Refunds:	(radio buttons)
▪ GAPS and Cash Management:	(radio buttons)
▪ Perkins:	(radio buttons)
▪ Administrative Capability:	(radio buttons)

CANCEL, SAVE, SAVE and PROCEED (buttons)

15. Data Entry user enters Compliance Audit Information

- Data Entry user enters values for all questions on the Compliance Audit information page (all fields are required).

16. Data Entry actor selects Save and Proceed function

17. System returns the Checklist page

System displays the Checklist page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  1. Financial Statements
  2. Compliance Audit
  3. Completeness Checklist
  4. Upload Attachments
  5. Submit
- Main Content:

Proprietary School name (link to Institution Profile page)
OPEID

All fields are required.

1. Are the following items included in the attachment of your Financial Statements?

YES NO N/A If N/A, please provide reason

- Balance Sheet (radio buttons) (text-box) *applies to all items below*
- Income Statement
- Change in Equity
- Cash Flows Statement
- Consolidated Statements
- Notes to Financial Statements
- 90/10 Revenue Percentage Reported in the Notes to the Financial Statements
- Report on Compliance with Laws and regulations
- Report on Internal Controls
- Report of Financial Statements (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE)

2. Are the following items included in the attachment of your Compliance Audit?

YES NO N/A If N/A, please provide reason

- Servicer Information Sheet (radio buttons) (text-box) *applies to all items below*
- Auditor Information Sheet
- Summary Schedule A
- Summary Schedule B
- Summary Schedule C
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Statement addressing prior year audit findings
- Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE)
- Explanation of All Current Year

Audit Findings

Does the Independent Auditor's Report make reference to the examination of required management assertions?

	YES	NO	N/A	If N/A, please provide reason
• Institutional Eligibility & Participation	(radio buttons)			(text-box) *applies to all items below*
• Reporting				
• Student Eligibility				
• Disbursements				
• Refunds/Return of Title IV				
• GAPS & Cash Management				
• Perkins Loan				
• Administrative Capability				

3. Contact Information/Additional Notes

Please let us know who to contact with questions regarding this submission

Financial Statement Contact

- Name: (text box)
- Email: (text box)

Same Contact Information as above (checkbox)

Compliance Audit Contact

- Name: (text box provided)
- Email: (text box provided)

Note: All of the contact information is required and the email text boxes must include the following characters, "@" and "."
Also, if the checkbox is selected, the information that was entered into the Financial Statement Information (both name and email) will be copied into the text boxes for the Compliance Audit information. The information copied over will be editable text. If the user selects either text box for the Compliance Audit Contact Information, the checkbox will be deselected.

Enter any additional notes: (text box provided)

CANCEL, SAVE, SAVE and PROCEED (buttons)

18. Data Entry user completes the Checklist page

Data Entry user completes the Checklist page by filling out all fields.

19. Data Entry actor selects Save and Proceed function

20. System returns the Upload Attachments page

System displays the Upload Attachments page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
    1. Financial Statements
    2. Compliance Audit
    3. Completeness Checklist
    4. Upload Attachments
    5. Submit
- Main Content:
    Proprietary School name (link to Institution Profile page)
    OPEID

Text with upload instructions and explanation that the user must upload electronic copies of audited financial statements, compliance audit, and corrective action plan.

File: (text-box) Browse…(button)
Audited Financial Statements: (checkbox)
Compliance Audit: (checkbox)
Corrective Action Plan: (checkbox)
Other: (checkbox)
All: (checkbox)

ADD (button)

ATTACHED FILES TYPE (table)
Populated with attached files Delete (button)

CANCEL, SAVE, SAVE and PROCEED (buttons)

21. Data Entry user uploads attachments

Data Entry user uploads .pdf attachments by clicking the browse button and selecting files. User checks all relevant checkboxes and clicks ADD. (Attached files are displayed in the table.)

22. Data Entry actor selects Save and Proceed function

23. System returns the Submit page

System returns the Submit page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:

1. Financial Statements
2. Compliance Audit
3. Completeness Checklist
4. Upload Attachments
5. Submit

- Main Content:
  Proprietary School name (link to Institution Profile page)
  OPEID

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Supporting text

SUBMIT TO ED (button)

24. Data Entry actor selects Submit to ED function

25. The system returns user to home page and displays a text message to the Data Entry actor that the submission was received by the Department of Education

The system will return the user to the home page and display a text message on screen to the Data Entry actor that the submission has been received by the Department of Education and that they will be contacted if it is determined that additional information is needed.

2.2 Alternative Flows

2.2.1 Non-Profit School

1. Data Entry actor selects Create FYE MM/DD/YYYY annual submission function

The Data Entry user selects Create FYE MM/DD/YYYY Annual Submission function from their home page.

2. The system displays the Financial Statements screen

The system displays the Financial Statements screen for Non-Profit schools, which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  1. Financial Statements
  2. Compliance Audit
  3. Completeness Checklist
  4. Upload Attachments
  5. Submit

- Main Content:
  Non-Profit School name (link to Institution Profile page)

OPEID

- Page Titles:
  Non-Profit Annual Submission (main)
  Financial Statement Information (sub)

All fields are required.

Do the Financial Statements cover more than one institution?

1. Indicate the Period Audited (mm/dd/yyyy)

   Begin Date: (text field)
   End Date: (text field)
   Reason if Less than 1 year: (text field)

2. Review Auditor Information:

   Records Indicate your Current Auditor is: (audit firm name and TIN are displayed)
   Is this information correct? YES, NO (radio buttons)
   Enter Auditors TIN: (text field)

3. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?

   YES, NO (radio buttons)

4. Are your financial statements audited in accordance with Government Auditing Standards?

   YES, NO (radio buttons)

5. What type of auditor’s report was issued on the financial statements?

   Select an Opinion Type (drop-down box): Unqualified, Qualified, , Adverse, Disclaimer,

6. Is a going concern explanatory paragraph included in the audit report?

   YES, NO (radio buttons)

7. For internal control over financial reporting:

   a) were material weakness(es) identified?

      YES, NO (radio buttons)

   b) were reportable coindition(s) indentified that are not considered to be material weakness(es)?

      YES, None Reported (radio buttons)

8. Were any instance(s) of noncompliance material to the financial statements noted?

   YES, NO (radio buttons)

9. Do you have any of the following disclosures in your financial statement?

   (See manual/help link for definitions)

	YES NO
• Going Concern:	(radio buttons)
• Contingent Liabilities:	(radio buttons)
• Reviews/Investigations:	(radio buttons)
• Debt Agreement Violation:	(radio buttons)
• Timely Return to Title IV Programs:	(radio buttons)

10. Enter Financial Statement Data

    Statement of Financial Position (link)

    Statement of Activities (link)

CANCEL, SAVE, SAVE and PROCEED (buttons)

3. Data Entry actor enters the Financial Statements information

Data Entry actor enters values for questions 1 through 9 on the Financial Statements screen: (All fields are required.)

4. Data Entry actor selects Statement of Financial Position link

To complete item 10 ‘Enter Financial Statement Data’, Data Entry actor first selects the Statement of Financial Position link

5. System returns the Statement of Financial Position page

Statement of Financial Position page contains the following:

- User path description:
  - Financial Statements Info page (link to return back to FS Info page)
  - Statement of Financial Position Data
- Page Title:

  Statement of Financial Position Data

All fields are required:

LINE NO.	NON-PROFIT INSTITUTION - Statemet of Financial Position	CALCULATIONS
1	Cash and Cash Equivalents:	
2	Restricted Assests:	
3	Accounts Receivable - Student:	
4	Accounts Receivable - Employee:	
5	Accounts Receivable - Related Parties - Secured:	
6	Accounts Receivable - Related Parties - Unsecured:	
7	Accounts Receivable - Other:	
8	Allowance for Doubtful Accounts:	
9	**Net Accounts Receivable:**	SUM(3:7)-8
10	Prepaid Expenses:	
11	Inventories:	
12	Notes Receivable - Related Party- Secured:	
13	Notes Receivable - Related Party - Unsecured:	
14	Notes Receivable - Other:	
15	Contributions/Pledges Receivable:	
16	Student Loans Receivable:	
17	Property, Plant and Equipment, including capitalized lease assets:	
18	Accumulated Depreciation:	
19	**Net Property, Plant, and Equipment, including capitalized lease assets:**	17 - 18
20	Bond Issuance Costs:	
21	Intangible assets, net of amortization:	
22	Investments:	
23	Deferred Advertising/Marketing/Recruiting Costs:	
24	Interest in Trusts Held by Others:	
25	Other Assets:	
26	**Total Assets:**	1+2+9+10+11+12+13+14+15+16+19+20+21+22+23+24+25
27	Accounts Payable:	
28	Refunds Payable:	
29	Student Deposits and Advances:	
30	Accrued Expenses:	
31	Deferred Tuition:	
32	Lines of Credit:	
33	Current Portion of Long-term Debt:	
34	Capital Lease Obligations-Current Portion:	
35	Capital Lease Obligations:	
36	Long Term Debt:	
37	Post Employment & Post Retirement Benefits:	
38	Minimum Pension Liability:	
39	Deferred Compensation:	
40	Liabilities Under Split Interest Agreements:	
41	Government Advances for Student Loans:	
42	Other Liabilities:	
43	**Total Liabilities:**	SUM(27:42)
44	Unrestricted Net Assets:	
45	Split Interest Agreements and Term Endowments:	
46	Other:	
47	**Total Temporarily Restricted Net Assets:**	46+45

48	Permanently Restricted Net Assets:	
49	**Total Net Assets:**	47+44+48
50	**Total Liabilities and Net Assets:**	43+49

Note: A comment box will be provided to the user adjacent to each "Other" field in the above table. These fields will not be required but will give the user the option of describing the amounts entered in the "Other" categories.

6. Data Entry actor completes Statement of Financial Position

All fields are numeric (positive and negative). **Bold** fields indicate calculated fields. All fields are mandatory.

7. Data Entry actor selects Save & Proceed

Data Entry actor selects to Save & Proceed.

8. System Returns the Statement of Activities page

The Statement of Activities page contains the following:

- User path description:
  - Financial Statements Info page (link to return back to FS Info page)
  - Statement of Financial Position Data
- Page Title:

  Statement of Activities Data

LINE NO.	NON-PROFIT INSTITUTION - STATEMENT OF ACTIVITIES (CHANGE IN UNRESTRICTED NET ASSETS)	CALCULATIONS
1	Tuition and Fees:	
2	Government Appropriations:	
3	Government Grants and Contracts:	
4	Private Gifts, Grants, and Contracts:	
5	Auxiliary Enterprises:	
6	Investment Income:	
7	Hospital Revenue:	
8	Other Income:	
9	Net Assets Released from Restrictions:	
10	**Total Unrestricted Revenue:**	SUM(1:9)
11	Instruction Expense:	
12	Research Expense:	
13	Public Service Expense:	
14	Academic Support Expense:	
15	Student Services Expense:	
16	Institutional Support Expense:	
17	Auxiliary Enterprises Expense:	
18	Net Grant Aid to Students:	
19	Hospital Services:	
20	Other Expenses:	
21	Net Assets Released to Restrictions:	
22	**Total Unrestricted Expenses:**	SUM(11:21)
23	Gain (Loss) on Discounted Operations:	
24	Gain (Loss) from Change in Accounting Principle:	
25	Extraordinary Gain (Loss):	
26	**Change in Unrestricted Net Assets:**	10-22+23+24+25
27	Unrestricted Net Assets at beginning of year:	
28	Gain (Loss) from Correction of Error:	
29	**Unrestricted Net Assests at Beginning of Year as Restated (if applicable):**	27+28
30	**Unrestricted Net Assets at end of year:**	26+29

Note: A comment box will be provided to the user adjacent to each "Other" field in the above table. These fields will not be required but will give the user the option of describing the amounts entered in the "Other" categories.

9. Data Entry user enters Income Statement information

All fields are numeric (positive and negative). ***Bold*** fields indicate calculated fields. All fields are mandatory.

10. Data Entry actor selects Save & Proceed

Data Entry actor selects to Save & Proceed.

11. System displays the Compliance Audit page

System displays the Compliance Audit page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  1. Financial Statements
  2. Compliance Audit
  3. Completeness Checklist
  4. Upload Attachments
  5. Submit
- Main Content:
  Non-Profit School name (link to Institution Profile page)
  OPEID
- Page Titles:
  Non-Profit Annual Submission (main)
  Compliance Audit Information (sub)

All fields are required.

Does the Compliance Audit cover more than one institution?

1a. Indicate the Title IV program(s) in whichyour institution participates:

- FSEOG 84.007 (check boxes)
- FFELP 84.032 (check boxes)
- FWS 84.033 (check boxes)
- FPL 84.038 (check boxes)
- Pell 84.063 (check boxes)
- FDLP 84.268 (check boxes)

1b. Was the Student Financial Aid Cluster audited as a major program?

YES, NO (radio buttons)

2. Indicate the Period Audited (mm/dd/yyyy)

Begin Date: (text field)
End Date: (text field)
Reason if Less than 1 year: (text field)

3. Review Auditor Information:

Records Indicate your Current Auditor is: (audit firm name and TIN are displayed)
Is this information correct? YES, NO (radio buttons)
Enter Auditors TIN: (text field)

4. Does this A-133 report contain any findings related to the FSA Title IV programs?

YES, NO (radio buttons)

5. Does the attached A-133 report indicate that the examination was conducted in accordance with:

YES NO

- Government Auditing Standards: (radio buttons)
- OMB Circular A-133: (radio buttons)

6. Type of Auditor's Report Issued on Compliance for Major Programs (Title IV Only)

Select an Opinion Type (drop-down): Unqualified, Qualified, Adverse, Disclaimer,

7. For internal control over financial reporting:

a) were material weakness(es) identified?

YES, NO (radio buttons)

b) were reportable condition(s) identified that are not considered to be material weakness(es)?

YES, None Reported (radio buttons)

8. Were there audit findings in the previous year's A-133 report? (Select 'Yes' if any school covered in the Compliance Audit has a finding(s).)

YES, NO (radio buttons)

9. Does Institution utilize a Third-Party Servicer?

YES, NO (radio buttons)

CANCEL, SAVE, SAVE and PROCEED (buttons)

12. Data Entry user enters Compliance Audit Information

Data Entry user enters values for all questions on the Compliance Audit information page (all fields are required).

13. Data Entry actor selects the Save and Proceed function

14. System returns the Checklist page

System displays the Checklist page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  6. Financial Statements
  7. Compliance Audit
  8. Completeness Checklist
  9. Upload Attachments
  10. Submit
- Main Content:
  Non-Profit School name (link to Institution Profile page)
  OPEID

All fields are required.

1. Are the following items included in the attachment of your A-133 Report?

YES NO N/A If N/A, please provide reason

(radio buttons) (text field)

- Statement of Financial Position
- Statement of Activities
- Cash Flows Statement
- Notes to Financial Statements
- Schedule of Expenditures of Federal Awards
- Corrective Action Plan
- Schedule of Findings & Questioned Costs
- Summary Schedule of prior year Audit findings
- Independent Auditors Report (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE)
- Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statement Performed in Accordance with Government Auditing Standards

  (THIS REPORT MUST INCLUDE AUDITORS' SIGNATURE)
- Independent Auditors Report on Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance in Accordance with OMB Circular A-133

2. Contact Information/Additional Notes

Please let us know who to contact with questions regarding this submission

Financial Statement Contact

- Name: (text box)
- Email: (text box)

Same Contact Information as above (checkbox)

Compliance Audit Contact

- Name: (text box provided)
- Email: (text box provided)

Note: All of the contact information is required and the email text boxes must include the following characters, "@" and "."
Also, if the checkbox is selected, the information that was entered into the Financial Statement Information (both name and email) will be copied into the text boxes for the Compliance Audit information. The information copied over will be editable text. If the user selects either text box for the Compliance Audit Contact Information, the checkbox will be deselected.

Enter any additional notes: (text box provided)

CANCEL, SAVE, SAVE and PROCEED (buttons)

15. Data Entry user completes the Checklist page

Data Entry user completes the Checklist page by filling out all fields.

16. Data Entry actor selects Save and Proceed function

17. System returns the Upload Attachments page

System displays the Checklist page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  1. Financial Statements
  2. Compliance Audit
  3. Completeness Checklist
  4. Upload Attachments
  5. Submit
- Main Content:
  Proprietary School name (link to Institution Profile page)
  OPEID

Text with upload instructions and explanation that the user must upload electronic copies of audited financial statements, compliance audit, and corrective action plan.

File: (text-box)	Browse…(button)
Audited Financial Statements:	(checkbox)
Compliance Audit:	(checkbox)
Corrective Action Plan:	(checkbox)
All (Complete A-133 Report and Corrective Action Plan if applicable:	(checkbox)
Other:	(checkbox)

ADD (button)

ATTACHED FILES	TYPE (table)
Populated with attached files	Delete (button)

CANCEL, SAVE, SAVE and PROCEED (buttons)

18. Data Entry user uploads attachments

Data Entry user uploads pdf attachments by clicking the browse button and selecting files. User checks all relevant checkboxes and clicks ADD. (Attached files are displayed in the table.)

19. Data Entry actor selects Save and Proceed function

20. System returns the Submit page

System returns the Submit page which contains the following elements:

- Top Nav: Audit Home, Help, Logout
- Left Nav:
  1. Financial Statements
  2. Compliance Audit
  3. Completeness Checklist
  4. Upload Attachments
  5. Submit
- Main Content:
  Proprietary School name (link to Institution Profile page)
  OPEID

By selecting to submit, the information you have entered on these pages will be sent to the Department of Education for review.

Supporting text

SUBMIT TO ED (button)

21. Data Entry actor selects Submit to ED function

22. The system displays a text message to the Data Entry actor that the submission was received by the Department of Education

The system will display a text message on screen to the Data Entry actor that the submission has been received by the Department of Education and that they will be contacted if it is determined that additional information is needed.

2.2.2 Public School

Steps 1-3 are the same as the Non-Profit School flow. However, on the Financial Statement page, item 10 'Enter Financial Statement Data' is not displayed as the Data Entry actor is not required to complete detailed financials, steps 4 – 10. The user then follows the Non-Profit School flow from step 11 to completion.

2.2.3 Reinstatement Submission

1. Data Entry actor selects **Create Reinstatement Submission** from their home page
2. Complete steps 2-10 of the Basic Flow (Financial Statement info)
3. In step 2, a required field indicating a School's Fiscal Year End will be presented at the top of the initial Financial Statement info page. The Data Entry actor should enter the appropriate information in this box
4. Steps 11-13 are skipped (Compliance Audit info)
5. Continue from step 14 of the Basic Flow to complete submission
6. In step 14, only the checklist pertaining to financial statements is presented to the Data Entry actor (this includes contact information captured)
7. In step 20, the system displays a message on screen that 2 years of Audited Financial Statements should be attached

2.2.4 New Institution Submission

1. Data Entry actor selects **Create New Institution Submission** from their home page
2. Complete steps 2-10 of the Basic Flow (Financial Statement info)
3. In step 2, a required field indicating a School's Fiscal Year End will be presented at the top of the initial Financial Statement info page. The Data Entry actor should enter the appropriate information in this box
4. Steps 11-13 are skipped (Compliance Audit info)
5. Continue from step 14 of the Basic Flow to complete submission
6. In step 14, only the checklist pertaining to financial statements is presented to the Data Entry actor (this includes contact information captured)
7. In step 20, the system displays a message on screen that 2 years of Audited Financial Statements should be attached

2.2.5 Change in Ownership/Merger Submission

1. Data Entry actor selects **Create Change in Ownership/Merger Submission** from their home page.
2. Complete steps 2 and 4-7 of the Basic Flow (Financial Statement Info)
3. On the Financial Statement Information page, the Data Entry actor is required to enter the date of the one-day balance sheet they are submitting
4. Also on FS Info page, the user will be asked to provide contact information (name and email) pertaining to the FS submission
5. Steps 8-16 are skipped (Statement of Activities, Compliance Audit Information, Completeness Checklist)

6. Continue from step 17 of the Basic Flow to complete submission

2.2.6 Stub Audit Submission

1. The Data Entry actor selects **Create Stub Audit Submission** from their home page
2. Skip steps 1-10 of the Basic Flow (Financial Statement Information)
3. Complete steps 11-25 of the Basic Flow
4. The Data Entry actor will be required to enter a reason/explanation for the Stub Audit on the CA page due to an audited period of less than one year
5. In step 14, only the checklist pertaining to compliance audit information is presented to the Data Entry actor (this includes contact information captured)

2.2.7 Closeout Audit Submission (FSA Institution only)

1. The Data Entry user selects **Create Closeout Audit** submission from their home page
2. Skip steps 1-10 of the Basic Flow (Financial Statement Information)
3. Complete steps 11-25 of the Basic Flow
4. In step 14, only the checklist pertaining to compliance audit information is presented to the Data Entry actor (this includes contact information captured)

2.2.8 Submission of Unaudited Financial Statements

A-133 institutions that have been granted an exemption request must still submit unaudited financial statements. .

1. The Data Entry Actor user selects **Create FYE MM/DD/YYYY Annual Submission**
2. The Financial Statements page displays:
   School Name
   OPEID

   All fields are required.
   1. Indicate the Period Covered by Financial Statements (mm/dd/yyyy)
      Begin Date (text box)
      End Date (text box)

   CANCEL, SAVE, SAVE and PROCEED (buttons)

3. Data Entry User enters dates and selects **Save and Proceed**
4. The **Upload Attachments** page displays:

   School Name
   OPEID

   Text with upload instructions and explanation that the user must upload electronic copies of their complete financial statements.

   File: (text-box) Browse…(button)
   Unaudited Financial Statements: (checkbox)
   Other: (checkbox)
   All: (checkbox)

   ADD (button)

   ATTACHED FILES TYPE (table)
   Populated with attached files Delete (button)

CANCEL, SAVE, SAVE and PROCEED (buttons)

5. Data Entry User completes Basic Flow steps 21-25.

2.2.9 Resubmissions

Resubmissions are required by the Department of Education in cases where original submissions were marked incomplete. The system accommodates this requirement by providing the user a resubmit link and template in situations where a submission was marked incomplete.

2.2.9.1 Annual Resubmissions

The Data Entry actor selects **Resubmit FYE MM/DD/YYYY annual submission.** The user will be asked to complete an annual submission that is of the same format as describe in the Basic Flow. Data that was previously entered for the original submission will be populated in the resubmission template. The system will allow an Institution user access to change only the portions of a submission marked "Incomplete" by a QC user for a Resubmission. A portion of an annual submission refers to the Financial Statements or the Compliance Audit information. Within these portions, the system will distinguish if the user needs to resubmit both data entry templates and attachments. The portions of the resubmission that are locked will affect the workflow of the record when the Quality Control of Case Management receives the submission.

Note: In cases when a submission was marked "Incomplete" due to an "All" attachment, both records of the resubmission will have to be QC'd with the new attachments.

2.2.9.2 Non-Annual Resubmissions

The Data Entry actor will be provided with the choice to select "Resubmit" a non-annual submission that was marked incomplete or to "Create" a new submission. In the case of creating a new non-annual submission, the alternative flow section of this use case outline the procedure of creating the submission. If the user selects to "Resubmit" the non-annual submission, the system will provide previously entered data.

- If the reason for incomplete was a data entry error, then all pages will be editable.
- If the reason for incomplete was an attachment error, then the data entry pages will be read-only. The upload page will be editable, along with the Checklist page.

All non-annual resubmissions will have to be QC'd again because all of these submission types only contain one record type.

3. Special Requirements

3.1 System Verification

The system will verify that the institution has not already submitted their annual financial statements and compliance audit by checking if the flag for that fiscal years submission has been set. If Institution attempts to re-submit annual submission, system will display a text message explaining that they have already submitted their annual compliance audit/financial statements and to contact the Case Team if there is a need to re-submit. If an institution has been given access to re-submit, their original submission will not be overwritten. All submissions (original and subsequent) will be saved within the system.

3.2 TIN Number Format

The system will enforce the strictly numeric 9-digit TIN format. If the TIN is entered with dashes, spaces, or alpha characters, the error message "field must be in numeric format" will display.

3.3 Save Submission

The Data Entry will have the ability to save the submission at any point in the basic flow or alternative flows without submitting to ED. The system will perform edit/completeness checks when a user saves a submission.

3.4 Program Participation

The system will verify required fields for an Institution User based on the User's selection of programs in which their school participates. This applies for a Proprietary School under the following circumstances:

- On the Program and Audit Info page, if the user selects "FPL" in question 1, they must answer "Yes" to the "Perkins" item in question 10
- On the Program and Audit Info page, if the user does not select "FPL" in question 1, they will not be required to answer "Yes" to the "Perkins" item in question 10. No is an acceptable answer.
- On the Program and Audit info page, if the user does not select "Pell" in question 1, they will not be allowed to enter "Yes" to "Pell Adjustment" in Question 5.

3.5 OPEID Display

The system will display the submitting school (OPEID) in the school group list on the Program and Audit/Financial Statement Information pages.

3.6 Edit Checks for GAAP and GAS Questions

The system will provide edit checks on the Financial Statements Information page that require the user to answer "yes" to the following questions:

- Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?
- Are your financial statements audited in accordance with Government Auditing Standards?

The system will provide an edit check on the Program and Audit Information page that requires the user to answer "yes" to the following question:

- Does the attached audit indicate that this examination was conducted in accordance with…

3.7 The System assigns an FSA Audit Control Number (ACN) to the submission (A-133 and FSA Compliance Audits)

The system will assign an FSA audit control number to all A133 and FSA Compliance Audit submissions using the following format: 09-2001-14567. Fields are as follows:

- 09: Region (01-11)
- 2001: Ending year of audit period
- 1: FY audit is received by ED (ED's FY)
- 4: FAC/FSA indicator (FSA: 4 or 6; FAC: 8 or 9)
- 567: Next sequential number (starting number to be determined)

3.8 Compliance Audit Question requirements

If the user answers 'No' to question 1b**. '**Was the Student Financial Aid Cluster audited as a major program?' on the Compliance Audit page then the system will not required the user to select an answer for question 6 and question 7. For question 6 'Type of Auditor's Report Issued on Compliance for Major Programs (Title IV Only)', the dropdown box associated with this question would be made unselectable. Question 7 'For internal control over major programs:' will be available for the user to answer but record will not be flagged for having no value for this question.

If the answer for question 1b was 'Yes', then question 6 and question 7 will be required. The system will require the user to make a selection from the dropdown box that is associated with question 6.and to mark 'Yes' or 'No' for question 7.

This special requirement applies to both Non-profit and Public user platforms.

3.9 Viewing of Incomplete Letter Required before Resubmission

The system will not provide a "Resubmit" link to the user for incomplete submissions until the user has viewed the generated "Incomplete Letter Report". The institution will have access to this letter from the notifications section of the "Institution Home" page. Once the link for the letter has been selected and the letter has been viewed, the system will make available resubmission links and templates for the user to complete the resubmission process.

4. Preconditions

4.1 Institution Data Entry user must be logged into eZ-Audit system

5. Postconditions

5.1 Determine if there was a Change in Auditor

The system will determine if there was a change in auditor from the prior year based on user input in Steps 4 (Financial Statements) and 9 (Compliance Audit).

5.2 Calculate Composite Score

The system will calculate the composite score based on the financial data entered in steps 5-7 of this use case. Formulas are written as XX##, where XX is the financial statement (BS –Balance Sheet, IS – Income Statement, SA – Statement of Activities) and ## is the line number of the field.

1. **The system will calculate the Primary Reserve Ratio**

   The system will calculate the Primary Reserve Ratio based on financial data entered using the following formulas:

   - Proprietary: Adjusted Equity/Total Expenses
     - Adjusted Equity = (total owners equity) – (intangible assets) – (unsecured related party receivables) – (net plant, property and equipment) + (post employment & retirement benefits liabilities) + (all debt for long term purposes)*

OR

Adjusted Equity = BS58 – (BS22 + BS23) – (BS5 + BS12 + BS26) – BS21 + BS47 + (BS35 + BS39 + BS42 + BS44)*

- o Total Expenses = total expenses (IS22)

- Non Profit: Expendable Net Assets/Total Expenses

o Expendable Net Assets = (unrestricted net assets) + (temp restricted net assets) - (annuities, term endowments and life income funds that are temp restricted) - (intangible assets) - (net plant, property and equipment) + (post employment & retirement benefits liabilities) + (all debt obtained for long term purposes)* - (unsecured related party receivables)

OR

Expendable Net Assets = BS44 + BS47 - BS45 - BS21 - BS19 + BS37 + (BS33 + BS34 + BS35 +BS36)* - (BS6 + BS13)

o Total Expenses = Total Unrestricted Expenses (SA22)

* - The value of all debt obtained for long-term purposes up to the amount of net plant, Property and equipment (all debt obtained for long term purposes <= net plant, property and equipment)

2. The system will calculate the Equity Ratio

The system will calculate the Equity Ratio based on financial data entered using the following formulas:

- Proprietary: Modified Equity/Modified Assets

  - o Modified Equity = (total owner's equity) – (intangible assets) – (unsecured related party receivables)

OR

Modified Equity = BS58 – (BS22 + BS23) – (BS5 + BS12 + BS26)

  - o Modified Assets = (total assets) – (intangible assets) – (unsecured related party receivables)

OR

Modified Assets = BS30 – (BS22 + BS23) - (BS5 + BS12 + BS26)

- Non-Profit: Modified Net Assets/Modified Assets

  - o Modified Net Assets = (unrestricted net assets) + (temp restricted net assets) + (permanently restricted net assets) - (intangible assets) - (unsecured related party receivables)

OR

Modified Net Assets = BS44 + BS47 + BS48 - BS21 - (BS6 + BS13)

  - o Modified Assets = (total assets) - (intangible assets) - (unsecured related party receivables)

OR

Modified Assets = BS26 - BS21 - (BS6 + BS13)

3. The system will calculate the Net Income Ratio

The system will calculate the Net Income Ratio based on financial data entered using the following formulas:

- Proprietary: Income Before Taxes/Total Revenues
  - Income Before Taxes = Net Income Before Taxes (IS23)
  - Total Revenues = (total operating revenues) + (non-operating revenue and gains)

OR

Total Revenues = IS10 = IS4 + IS9

- Non-Profit: Change in Unrestricted Net Assets/Total Unrestricted Revenue

Change in Unrestricted Net Assets = Change in Unrestricted Net Assets (SA26)

Total Unrestricted Revenue = Total Unrestricted Revenue (SA10)

4. The system will calculate the strength factor score for each ratio

The system will calculate the strength factor score for each ratio for all proprietary and Non-Profit financial statements using the following formulas:

- Proprietary: Primary Reserve strength factor score = 20xPrimary Reserve ratio
- Proprietary: Equity strength factor score = 6xEquity ratio
- Proprietary: Net Income strength factor score = 1 + (33.3xNet Income ratio)
- Non-Profit: Primary Reserve strength factor score = 10xPrimary Reserve ratio
- Non-Profit: Equity strength factor score = 6xEquity ratio
- Non-Profit: Net Income strength factor score = 1 + (25xNet Income ratio)

If the strength factor score for any ratio is greater than or equal to 3, the strength factor score for that ratio is 3. If the strength factor score for any ratio is less than or equal to –1, the strength factor score for that ratio is –1.

5. The system will calculate the weighted score for each ratio

The system will calculate the weighted score for each ratio for all proprietary and Non-Profit financial statements using the following formulas:

- Proprietary: Primary Reserve weighted score = 30%xPrimary Reserve strength factor score
- Proprietary: Equity weighted score = 40%xEquity strength factor score
- Proprietary: Net Income weighted score = 30%xNet Income strength factor score
- Non-Profit: Primary Reserve weighted score = 40%xPrimary Reserve strength factor score
- Non-Profit: Equity weighted score = 40%xEquity strength factor score
- Non-Profit: Net Income weighted score = 20%xNet Income strength factor score

6. The system will calculate the composite score

The system calculates the composite score by adding the weighted score for each ratio. The composite score is then rounded to one decimal place to determine the final composite score. Composite scores are then classified as pass (1.5 – 3.0), zone (1.0 – 1.4) or fail (-1.0 - 0.9).

5.3 Flag Submissions

1. Financial Statement Flags

The system will flag Financial Statements if any of the following conditions are present:

- Composite score of zone
- Composite score of failed
- Other than unqualified opinion
- Violation of Debt Agreement disclosure in notes
- Change in Auditor (will not be forwarded to Co-Team Lead for this reason, but still flagged)
- Going concern disclosure in notes
- Prior year submission missing (past performance)
- Letter of Credit
- Contingent Liabilities disclosure in notes
- Income Recognition disclosure in notes
- Late Refunds disclosure in notes
- ED Compliance Issue disclosure in notes
- 90/10 Revenue Attestation percentage >90%
- Reinstatement submission
- Initial Application submission
- Additional Locations submission
- Recertification submission
- Change in Ownership/Merger submission
- Material weakness(es)/condition(s) were identified with internal control over financial reporting
- Reviews/Investigations acknowledged
- Debt Agreement Violation
- Timely return to Title IV Programs
- Non-compliance material noted

2. Compliance Audit Flags

The system will flag Compliance Audits if any of the following conditions are present:

- Pell adjustment present
- Prior year submissions missing (past performance)

- Closeout Audit submission
- Material weakness(es)/condition(s) were identified with internal control over Major Programs

5.4 Assign Deficiency Indicator

The system will assign a deficiency indicator of 0 to compliance audits that are submitted with no findings.

5.5 Issue Date

The system records the audit issue date for compliance audits that do not contain findings or flags as the date that the submission is routed to be archived.

5.6 Calculate Acid Test Ratio – Change in Ownership/Merger Submissions Only

The system will calculate the acid test ratio using data entered in the Balance Sheet template. The calculation is as follows:

(Total Assets – Intangible Assets)/Current Liabilities

5.7 Start Resolution Clock

The system will start the resolution clock for all submissions that are routed to have findings coded or to case for resolution. See Post-condition 5.8 for routing criteria.

5.8 Route Submissions

The system will route all compliance audits with current year findings to have their findings coded. All other submission are routed as follows:

- Compliance audit flagged and has no current year findings: routed to the appropriate Co-Team leader for assignment
- Financial Statements flagged: routed to appropriate Co-Team leader for assignment
    - Change in Auditor will flag submission, but not cause submission to be routed to Co-Team Leader
- Compliance audits that have no current year findings and are not flagged: routed to be archived
- Financial Statements that are not flagged: routed to be archived

6. Extension Points

No Extension Points for this Use Case.

7. Requirements

7.1 Release 1.0

See Appendix I – Release 1.0 Requirements

7.2 Release 1.01

INS The system will display a “Date of One Day Balance Sheet” input field on the Financial Statement Information page for a Merger/Change in Ownership submission.

INS The system will perform an edit check on the Auditor TIN Number field on the Program and Audit Information page to enforce proper format.

The system will perform an edit check on the Auditor TIN Number field on the Financial Statement Information page to enforce proper format.

INS The system will display a “Property, Plant, and Equipment, including capitalized lease assets at historical costs” input field on the Balance Sheet Information page.

INS The system will provide a field that asks “Does the Institution utilize a Third Party Servicer?” on the Non-Profit Program and Audit Information page.

The system will include an item on the Non-Profit Checklist page for "Servicer Information Sheet."

INS The system will verify required fields for an Institution User based on the User's selection of programs in which his/her institution participates.

INS The system will display the submitting school (OPEID) in the school group list on the Program and Audit/Financial Statement Information pages.

INS The system will provide edit checks on the FS info page that require the user to answer "yes" to the following questions:

> Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)?
>
> Are your financial statements audited in accordance with Generally Accepted Government Auditing Standards (GAGAS)?

The system will provide an edit check on the P&A info page that requires the user to answer "yes" to the following question:

> Does the attached audit indicate that this examination was conducted in accordance with:...

7.3 Release 2.0

NEW R20283 The system will provide a field on Initial/Reinstatement Submissions to allow a School User to indicate the Schools FYE

R20211 A-133 Non-Profit Adjustments (See INS requirements for specific requirements)

R20212 The system will provide fields on the Checklist page for the school to enter a Contact Name and Contact # Email for the Financial Statement.

R20213 The system will provide fields on the Checklist page for the school to enter a Contact Name and Contact # Email for the Compliance Audit.

R20214 The system will require Institution Users to enter values in the Contact Info items on the Checklist page.

R20215 The system will provide a field to capture "Distribution to Shareholders" on the Income Statement for Proprietary Schools

R20216 The system will provide a link to the Institution Profile page for Institution Users who are viewing submission pages (school name).

R20217 Edit font on the Checklist page for text Report must include auditors signature.

R20218 Add checklist text for field "Internal Controls."

R20219 Change question #8 on the Annual Proprietary FS and Non-Profit FS page from "non-prorata" to "prorata."

R20220 The system will display the following page title on the CA Info Page: Compliance Audit Information

R20221 Question #1 – Eliminate column header "Audited"

R20222 Question #1 – Eliminate entire "Closeout" column

R20223 Remove All Stub questions under question "does this A-133 Report contain any findings related to the FSA Title IV programs?" (Pell Adjustment Student Eligibility Disbursement Refunds

R20224 The system will provide a field to ask "Does the attached A-133 audit report indicate that this examination was conducted in accordance with:" on the Compliance Audit Information Page.

R20614 The system will provide a sub-item for "Government Auditing Standards" to question "Does the attached A-133 audit report indicate that this examination was conducted in accordance with:" on the Compliance Audit Information Page.

R20225 The system will provide a sub-item for "OMB Circular A-133" to question "Does the attached A-133 audit report indicate that this examination was conducted in accordance with:" on the Compliance Audit Information Page.

R20226 The system will provide a field to ask "Type of Auditor's Report Issued on Compliance for Major Programs (Title IV Only)" on the CA Info Page.

R20227 Question "Type of Auditor's Report" – Re-order dropdown list choices to the following" Unqualified Qualified Adverse Disclaimer

R20615 The system will provide the following field on the CA Information page: "Was the Student Financial Aid Cluster audited as a Major Program?"

R20229 The system will provide the following field on the CA Information Page: "For Internal Control Over Major Programs: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weaknesses?

R20230 The system will provide the following field on the CA Information Page: "Were there audit findings in the previous year's A-133 Report?"

R20231 Eliminate the Cash Flow Statement

R20232 The system will provide a question on the Checklist page asking "Are the following items included in the attachment of you're A-133 Report?

R20233 The system will provide a checklist item Statement of Financial Position.

R20234 Reorder checklist items to 1) Statement of FP 2) Statement of Activities 3) Cash Flow

R20235 Eliminate item "Consolidated Statements"

R20236 Change "Statement addressing prior year audit findings" to "Summary Schedule of prior year audit findings"

R20237 Remove item "Servicer Information Sheet"

R20616 The system will provide a field on the checklist page for "Independent Auditors Report on Compliance and on Internal Control Over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards."

R20238 The system will display the following page title on the FS Info Page: Financial Statement Information.

R20617 The system will display the following question on the FS Info page "Are your financial statements audited in accordance with Government Accounting Standards?"

R20239 The system will display the following question on the FS Info page "What type of auditor's report was issued on the financial statement?"

R20240 The system will provide the following options in the Dropdown List for question "What type of auditor's report was issued on the financial statements?": Unqualified Qualified Adverse Disclaimer

R20241 The system will provide a question asking "Is a going concern explanatory paragraph included in the audit report?"

R20242 The system will provide a question asking "For internal control over financial reporting: a) Were material weakness(es) identified? b) Were reportable condition(s) identified that are not considered to be material weakness(es)?"

R20618 The system will provide a field to capture "Do you have any of the following disclosures in your financial statement (see manual/help link for definitions)?"

R20243 Delete sub questions for question "Do you have any of the following disclosures in your financial statement?

R20244 The system will provide the following items as sub-questions to "Do you have any of the following disclosures in your financial statement?"

Non-Compliance (**Pending Label Change)**

Timely Return to Title IV Programs

R20245 The system will provide a link to the "Statement of Financial Position" from the FS Information Page.

R20246 The system will provide a question asking "Were any instance(s) of non-compliance material to the financial statements noted?"

R20247 The system will allow Institution Users to access a "Create Waiver Exemption Request Submission" link from the Institution Home page.

R20248 The system will display the following page title on the Statement of Activities Page: Statement of Activities Data.

R20249 The system will provide a field to capture "Government Appropriations" on the Statement of Activities.

R20250 The system will provide a field to capture “Government Grants and Contacts” on the Statement of Activities.

R20251 The system will provide a field to capture “Private Gifts Grants and Contracts” on the Statement of Activities.

R20252 The system will provide a field to capture “Hospital Revenue” on the Statement of Activities

R20253 Remove field Depreciation and Amortization Expense

R20254 Remove field Interest Expense

R20255 The system will provide a field to capture “Net Grant Aid to Students” on the Statement of Activities.

R20256 The system will provide a field to capture “Hospital Services” on the Statement of Activities

R20257 The system will provide a field to capture “Extraordinary Gain (Loss)” on the Statement of Activities.

R20258 The system will provide a field to capture “Gain (Loss) on Discontinued Operations” on the Statement of Activities.

R20259 The system will provide a field to capture “Gain (Loss) from Change in Accounting Principle” on the Statement of Activities.

R20260 The system will provide a field to capture Gain (Loss) from Correction of Error.

R20261 The system will provide a field to capture Unrestricted Net Assets at the Beginning of the Year as Restated (if applicable).

R20262 The system will provide a “comment” field with all “Other” fields on all the Statement of Activities.

R20263 The system will display the following page title on the Statement of Financial Position Page: Statement of Financial Position Data.

R20264 The system will provide a field to capture “Restricted Assets” on the Statement of Financial Position page.

R20265 Eliminate line “Pledges Receivable”

R20266 Move current item “Contributions Receivable” above field “Student Loan Receivable (new requirement).

R20619 Change current label “Contributions Receivable” to “Contributions/Pledges Receivable”

R20267 Change current item “Note Receivable” to “Notes Receivable”

R20268 The system will provide a field to capture “Deferred AdvertisingMarketingRecruiting Costs” on the Statement of Financial Position.

R20269 The system will provide a field to capture “Long-term debt” on the Statement of Financial Position.

R20270 The system will provide a field to capture “Student Loans Receivable” on the Statement of Financial Position.

R20271 The system will provide a field to capture “Interest in Trusts Held by Others” on the Statement of Financial Position.

R20272	The system will provide a field to capture “Current Portion of Long-term Debt” on the Statement of Financial Position.
R20273	The system will provide a field to capture “Government Advances for Student Loans” on the Statement of Financial Position.
R20274	The system will provide a field to capture “Minimum Pension Liability” on the Statement of Financial Position.
R20275	The system will provide a field to capture “Liability Under Split Interest Agreements” on the Statement of Financial Position.
R20276	The system will provide a field to capture “Split Interest Agreements and Term Endowments” on the Statement of Financial Position.
R20277	The system will provide a “comment” field with all “Other” fields on all the Statement of Financial Position.
R20278	Remove “at historical values” from field Property, Plant and Equipment, including capitalized lease assets – BOTH Date Entry Item and Total Field.
R20620	The system will add data entry items “Long-Term Debt” and “Current Portion of Long-Term Debt” to determine the value for “Long-Term Debt” used in the Composite Score Calculation.
R20279	Remove reference to “for review” in 1st paragraph
R20280	Add “as appropriate” in 2nd paragraph after “OMB Circular A-133”
R20281	Upload instructions – change reference to “audited financial statements compliance audit” to “A-133 report”
R20621	Change field label text “All” to “All(Complete A-133 Report and Corrective Action Plan, if applicable).”
R20622	Move current item “Other” to bottom of list.
SCH GRP R20307	For non-SG users remove SG references on the Submission pages.
R20661	The system will validate that e-mail contact information on the Checklist page will contain valid e-mail addresses, i.e. addresses containing “@” and “.” symbols.
R20377	Remove “Resubmission” as a reason for flagging
R20645	Submissions should not be forwarded to the Co-Team Leader when it is flagged for change in auditor only. The change in auditor flag should still be seen but not forwarded.
R20391	The system will provide an option on the checklist page to allow an Institution user to select “same” if they have the same contact info for both the compliance audit and financial statements.
R20376	Change “Initial Application Submission” to “New Institution Submission” throughout the system (i.e. both institution and case).
R20395	The system will check for Initial/Reinstatement submissions to determine the correct Annual Submission Due Date for New Schools.
R20625	The system will require schools existing in the system for more than (one or six, pending decision) months between PPA approval and FYE to submit a full Annual Submission (six or nine months after FYE based on type).

R20626	The system will require schools existing in the system for less than (one or six, pending decision) months between PPA approval and FYE to submit only a Financial Statement with their Annual Submission (six or nine months after FYE based on type).
R20420	The system will allow an INS user access to change only the portions of a submission marked “Incomplete” by a QC user for a Resubmission.
R20421	The system will return only previously marked “Incomplete” portions of a Submission to the QC after a school has resubmitted.
R20644	The system will provide a “Stub Audit” function that allows the Institution to submit a Compliance Audit to the Department (should work like Closeout, currently Stub requires both CA and FS).
R20647	The system will provide language on the INS Submit page stating “If you do not have the Submit to ED button, Submitter is not indicated as one of your user roles. Please see the Manage Users Section of Help.”
R20694	The system will provide fields to capture contact name and contact email on the Financial Statement Info page for a Merger/CIO submission.
R20695	The system will prevent an Institution user accessing a resubmission until they choose to view their Incomplete letter